

Central Region Council on Workforce Services
Executive Committee Meeting
1385 South State Street, SLC, Room 157A
August 9, 2007
12 - 1 p.m.

Chair: Paul Jackson, Chair

Present: Charles Daud, Greg Diven, Jon Pierpont, Karen Silver, Kerry Steadman, Colleen Johnson, Gordon Swensen, Tony Gomez, Norman Fitzgerald, Parley Jacobs

Excused: John Hill, Councilman Jim Bradley

Staff: Cassy Hahn

1. Welcome – Paul Jackson

Paul Jackson called the meeting to order at 12:03 pm and welcomed all in attendance and excused John Hill who was on vacation.

2. Approval of Meeting Minutes – (June 14, 2007) – Paul Jackson

Paul Jackson asked for a motion to approve the minutes from the June 14, 2007 Executive Committee Meeting. Colleen Johnson motioned to approve the minutes. Kerry Steadman seconded the motion. All voted “Aye”. The motion carried.

3. New Council Member Application (Diana Anderson) – Paul Jackson

Paul Jackson asked for a motion to approve new council member application for Diana Andersen, who is a with Zion’s Bancorporation. With the recommendation of this committee, an email will be sent to the rest of the Council with Diana’s application and resume requesting a review and vote for this membership. The goal is to invite Diana to the Council Retreat on the 27th if membership is approved. Karen Silver motioned to approve Diana Andersen’s membership to the Region Council. Gordon Swensen seconded the motion. All voted “Aye”. The motion carried.

ASSIGNMENT (Cassy): Email Diana’s application/resume for a vote.

4. Mentor A Member Concept – Paul Jackson

Discussion over how to engage members of the Council in different ways recognizing it takes a while to get the routine and lingo down. It was suggested that it would be helpful to assign new members to a Council member to help walk them through the ropes, etc. There would be some specific things that we would want the mentor to accomplish.

ASSIGNMENT (all) : Review document and provide any recommendations or feedback to Cassy or Paul regarding the information handed out titled, “Attendance & Recognition” – Duties of a Mentor.

In Addition, the “Attendance & Recognition” piece was discussed requesting additional feedback. Mr. Jackson recognized that members on the Council give freely of their time and deserve to be recognized for their contributions to the Council. Mr. Jackson reviewed the following areas proposed for such recognition:

- o “Letter of Appreciation” to member’s boss
- o “4-Year Term recognition”
- o “Resignation” or “Expired Term”
- o “Council Member of the Year”

A tool that will be used to provide members feedback on their Council commitment will be an “Attendance Report Card.” The report card would be provided individually to members every six months and is not meant to be punitive. Additional recommendations discussed by the group, was to have certificates signed by a person with a high degree of significance so that it means something to the member (i.e. mayor, executive director, governor). This will be taken under advisement. Other thoughts were provided regarding the difficulty that small business owners experience in fulfilling their commitment to the Council due to fewer resources (compared to large businesses). The decision was made to launch the above recommendations.

5. Strategic Plan – Jon Pierpont

2007-08 Strategic Plan was emailed to committee. Mr. Pierpont discussed the Region plan and discussed how a sub-group identified areas that the Region Council could assist DWS in order to accomplish the goals for the upcoming fiscal year. Mr. Pierpont asked that the Executive Committee to review these Council goals and help with the discussion during the breakout session at the Council Retreat. In addition, some DWS staff will be available during the retreat to help the new Committee Chairs as they work through the goals.

Karen Silver pointed out some areas for correction on the Strategic Goals. Also, a question was raised regarding Goal #1 and whether there would be any customer focus groups this year along with any recognition of customers (i.e. “Passion For Participation”). Addition recommendations from Mr. Steadman would be to make sure that the At-A-Glance report correlates with the identified goals and to look at the legislative areas as well as the County plans to determine other goal areas. Mr. Pierpont indicated that once the Senior Management team has met that more information would follow in which goals may be revised or added to.

ASSIGNMENT (Cassy): Take corrections back for revision on the Strategic Plan Goals.

ASSIGNMENT (Karla): Keep Karen Silver posted regarding customer recognition proposals, etc.

6. Committee Re-Organization – Paul Jackson

Mr. Jackson provided the group with information regarding a proposal for how the Committee structure will be re-organized based on changing times. There are two main elements which necessitate the need for change: The need to have enough members on each committee “critical mass” to keep members involved and engaged. Also, the need to make sure we have a quorum for voting purposes. Therefore, the recommendation is to collapse the “Basic Needs” committee with the “Diversity” committee to form the “Community Outreach” committee. Also, collapsing

the “Executive Roundtable” committee with the “Training & Development” committee to form the “Workforce Relations” committee.

The goal of this new direction will be to increase the engagement and operation efficiency in the Council so every member feels connected and to have more council members focusing on issues. Also, Mr. Jackson wants to see more partnerships to the workforce by citing an example of the Incumbent Worker Training where Council members helped with the hosting and operation of the meeting. The goal would be to have the Council members more engaged and participating in the activities sponsored by the Council.

Regarding the membership of the committee, Mr. Jackson would compose a letter to the council which will sent out outlining the background and decision for the re-organization of the committees. Members will be asked to provide a first and second preference regarding which committee they wish to serve on. Assignments will be reviewed, assigned, and announced at the Council retreat. The intent would be for each member to serve on at least one committee including ex-officio members.

Discussion continued regarding the committee assignments of activities/goals. The determination of Committee Chairs will be made by Paul and Jon and will serve on the Executive Committee. It was suggested that Co-Chairs also be included in the Executive Committee or at least attend the meeting in the absence of the Committee Chair. Also discussed was the possibility of having two Co-Chairs in which maybe one would be identified to move up into the Committee Chair position in order to give members different experiences and opportunities. The committee agreed to support these changes over the next fiscal year and will assess or make additional changes along the way.

At the retreat, Committees will need to determine meeting schedules. Also, prior to the retreat, need to look at the correlation of the committees and how they will tie in with the goals handed out by Jon. At the retreat, need to be very clear regarding expectations so that the planning goes smoothly. The expectation is to have the Council operate more efficiently and collectively in an effort to meet the needs of not only one another but of our customers.

The recommendation was made to review the Statutory Roles & Responsibilities of the Council to make sure that they are included in the goals or assignments to the committees (i.e. facilities **ASSIGNMENT (Cassy)**: Review as stated above.

Executive Committee has assumed the responsibilities of the Facilities committee with Norman doing all the work. Some of the areas listed in the statute needs to be added to the committee responsibilities.

Need to make sure the goals are specific and have good direction and assistance in leading the discussion.

ASSIGNMENT (Paul Jackson): Send out a letter to the Council member asking for member committee choices (1st & 2nd choice), willingness to serve as a Chair or Co-chair.

7. Council Retreat – Gordon Swensen

A review of the retreat agenda was covered. Revision to the agenda in having the committees report on their goal planning sessions in the afternoon was eliminated due to time constraints.

The committees will report in future, regular Council meetings. Everything is moving along. Still some remaining pieces to make assignments on such as the 2006-07 Previous year accomplishments report.

ASSIGNMENT (Cassy & Gordon): Review agenda and make final assignments.

8. Orientation Manual – Paul Jackson

A Council Membership manual will be provided to all Council members and will be provided to new members as they come on board as well.

9. Meeting Adjourned – Paul Jackson

Motion to adjourn was made by Norman Fitzgerald.

Upcoming Meetings:

Aug. 23rd - Region Council Retreat - 8 a.m. – 2:30 p.m.

Sept. 13th – Executive Committee meeting – 12 – 1 p.m.

Sept. 27th – Region Council meeting – 12:30 – 2 p.m.